

C-O-N-F-I-D-E-N-T-I-A-L

INSTRUCTION NO.
LI 1-15

LI 1-15
ORGANIZATION
Revised 29 October 1974

SUBJECT: Mission and Functions, Procurement Management Staff, OL

1. MISSION

The Procurement Management Staff, Office of Logistics (OL/PMS), shall assist the Director of Logistics (D/L) in discharging his responsibilities as the Agency senior procurement officer. This staff will serve as a policy, procedural, and coordinating mechanism on behalf of all Headquarters and field contracting units having delegated authority from the D/L, will perform certain functions of a common-concern nature, will establish and conduct external liaison, and will exercise staff cognizance over the [REDACTED]

25X1A

2. FUNCTIONS

The Chief, PMS/OL, shall:

- a. Serve as the senior advisor and principal staff officer to the D/L on all matters relating to the management of the procurement system for which the D/L is responsible.
- b. Serve as principal advisor and consultant to the Chairman, Agency Contract Review Board, and assume the duties of the chairman in his absence.
- c. Serve as the Chairman, Procurement Policy Panel.
- d. Perform periodic reviews for the D/L of the several decentralized contracting teams, the Procurement Division, OL, and [REDACTED]

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- e. Interview and recommend potential candidates for inclusion in the procurement career system. Serve as a member of the Logistics Career Service Board to develop recommendations on rankings of personnel, assignments, and training and review recommendations of subpanels.
- f. Serve as the senior Agency representative on all governmental and industrial committees concerned with procurement.
- g. Prepare special studies, reports, and inquiries, as required by the D/L.
- h. Exercise contracting officer authority on special programs, as directed by the D/L.
- i. Provide administrative support and direction to the Chief, [REDACTED] who will report to the D/L via the Chief, PMS/OL. The Chief, PMS/OL, will establish and maintain a coordinating role between [REDACTED] and all Headquarters contracting teams and directorate elements associated with the procurement function. 25X1A
- j. Develop and monitor the implementation of procedures and practices designed to increase the efficiency of the procurement system and procurement personnel. 25X1A
- k. Maintain and operate the OL terminal utilized for the Contract Information System (CONIF).
- l. Develop and implement CONIF as a management information system including requirements and procedures, conduct of training courses, and preparation of manuals, etc.
- m. Provide administrative support to the D/L and procurement officers by means of monthly statistical reports, special reports, and ad hoc inquiries based upon information contained in the CONIF procurement data bank.

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- n. Act as the focal point for common procurement administrative services such as:
- (1) Patents and rights-in-data arising from Agency contracts.
 - (2) Preparation and maintenance of current contract general provisions, clauses, and forms.
 - (3) Reporting the overall status of government-furnished property.
 - (4) Obtaining ratings under the priorities and allocations system.
 - (5) Contractor requests for access to the [REDACTED] (DOD) system. 25X1A
- o. Provide a point of contact for contractors attempting to establish a business relationship with the Agency through the procurement process.

[REDACTED] 25X1A
MICHAEL J. MALANICK
Director of Logistics

C-O-N-F-I-D-E-N-T-I-A-L

~~Approved For Release 2000/05/08 : CIA-RDP78-05399A000100010019-5~~

Legal Advisor

Chairman

Audit Advisor

DD/I Member

Security Advisor

DD/P Member

DD/S Member

DD/S&T Member

The Recommendation contained in the above is approved.

John F. Blake, Director of Logistics

Date

Form 2863
3-68

Approved For Release 2000/05/08 : CIA-RDP78-05399A000100010019-5

10-4-74

Approved For Release 2000/05/08 : CIA-RDP78-05399A000100010019-5

. Please look over this LI prior
to Registry typing.

Many thanks,

Midge

OL/Registry .

u

~~Serve as a member of the
Logistics Career Service Board
to develop ~~rankings~~ recommendations
on ranking of personnel, assignments
and training and review
recommendations of sub-panels.~~

e. Interview and recommend potential
candidates for inclusion in the
procurement career system. Serve
as a member of the
Logistics Career Service Board
to develop recommendations
on rankings of personnel, assignments,
and training and review recommendations
of subpanels.

~~S-E-C-R-E-T~~

INSTRUCTION NO.
LI 1-15

LI 1-15
ORGANIZATION
Revised 28 December 1973

SUBJECT: Mission and Functions, Procurement Management Staff, OL

1. MISSION

(OLPMS),
The Procurement Management Staff, Office of Logistics, shall assist the Director of Logistics in discharging his responsibilities as the Agency senior procurement officer. This staff will serve as a policy, procedural, and coordinating mechanism on behalf of all Headquarters and field contracting units having delegated authority from the Director of Logistics, will perform certain functions of a common-concern nature, will establish and conduct external liaison, and will exercise staff cognizance over the [REDACTED]

25X1A

2. FUNCTIONS

(PMS/OL)
The Chief, Procurement Management Staff, shall:

- a. Serve as the senior advisor and principal staff officer to the Director of Logistics on all matters relating to the management of the procurement system for which the Director of Logistics is responsible.
- b. Serve as principal advisor and consultant to the Chairman, Agency Contract Review Board, and assume the duties of the Chairman in his absence.
- c. Serve as the Chairman, Procurement Policy Panel.
- d. Perform periodic reviews for the Director of Logistics of the several decentralized contracting teams, the Procurement Division, OL, and [REDACTED]
- e. ~~Serve as Chairman of the M Panel (in the Office of Logistics) to develop career plans for procurement personnel, including the interview and recommendation of potential candidates for inclusion in the~~

per att'd

~~S-E-C-R-E-T~~

(OLPMS)

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~~procurement career system, assignment to the various contracting teams, ranking of personnel and recommendation for promotion, and the review of training undertaken by procurement personnel to ensure the maximum benefit to the Office and the employee.~~

- f. Serve as the senior Agency representative on all governmental and industrial committees concerned with procurement. ~~For and on~~

- ~~the Official Agency representative to the Procurement Agency~~
g. Prepare special studies, reports, and inquiries, as required by the Director of Logistics. ~~D/L.~~

25X1A

- h. Exercise contracting officer authority on special programs, as directed by the Director of Logistics. ~~D/L.~~

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25X1A

- j. Develop and monitor the implementation of procedures and practices designed to increase the efficiency of the procurement system and procurement personnel.

- ~~OL~~
k. Maintain and operate the Office of Logistics terminal utilized for the Contract Information System (CONIF).

- l. Develop and implement the ~~Contract Information System (CONIF)~~ as a management information system including requirements and procedures, conduct of training courses, and preparation of manuals, etc.

- ~~D/L~~
m. Provide administrative support to the ~~Director of Logistics~~ and procurement officers by means of monthly statistical reports, special reports, and ad hoc inquiries based upon information contained in the CONIF procurement data bank.

- n. Act as the focal point for common procurement administrative services such as:

- (1) Patents and ~~Rights-in-Data~~ arising from Agency contracts.

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- (2) Preparation and maintenance of current contract general provisions, clauses, and forms.
- (3) Reporting the overall status of ~~Government~~ ~~Furnished~~ ~~Property~~.
- (4) Obtaining ratings under the ~~Priorities~~ and ~~Allocations~~ ~~System~~.
- (5) Contractor requests for access to the [REDACTED] (DOD) System. 25X1A
- o. Provide a point of contact for ~~Contractors~~ attempting to establish a business relationship with the Agency through the procurement process.

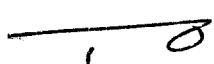
[REDACTED]
Director of Logistics 25X1A

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S-E-C-R-E-T

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25X1A

| UNCLASSIFIED | | CONFIDENTIAL | | SECRET | |
|--|---|--------------|-------------|----------------|--|
| OFFICIAL ROUTING SLIP | | | | | |
| TO | NAME AND ADDRESS | | DATE | INITIALS | |
| 1 | Mich [redacted] changed classification to CONF) | | 23 OCT 1974 | lv | |
| 2 | | | | | |
| 3 | (Pls sign in black ink) | | 23 OCT 1974 | E | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | OL/REG | | | | |
| ACTION | | DIRECT REPLY | | PREPARE REPLY | |
| APPROVAL | | DISPATCH | | RECOMMENDATION | |
| COMMENT | | FILE | | RETURN | |
| CONCURRENCE | | INFORMATION | | SIGNATURE | |
| Remarks: LI 1-15, "Mission and Functions, Procurement Management Staff, OL" <div style="text-align: center;">  <p>PSD 10-24</p> </div> | | | | | |
| FOLD HERE TO RETURN TO SENDER | | | | | |
| FROM: NAME, ADDRESS AND PHONE NO. | | | | DATE | |
| OL/REG | | | | 10-22-74 | |
| UNCLASSIFIED | | CONFIDENTIAL | | SECRET | |

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| UNCLASSIFIED | | CONFIDENTIAL | | SECRET | |
| OFFICIAL ROUTING SLIP | | | | | |
| TO | NAME AND ADDRESS | | DATE | INITIALS | |
| 1 | <i>Log Registry</i> | | | | |
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| ACTION | | DIRECT REPLY | | PREPARE REPLY | |
| APPROVAL | | DISPATCH | | RECOMMENDATION | |
| COMMENT | | FILE | | RETURN | |
| CONCURRENCE | | INFORMATION | | SIGNATURE | |
| Remarks: <div style="text-align: center; font-family: cursive;"> Paragraph e. of LI 1-15 should be revised as attached. </div> <div style="background-color: black; width: 200px; height: 50px; margin: 10px auto;"></div> | | | | | |
| FOLD HERE TO RETURN TO SENDER | | | | | |
| FROM: NAME, ADDRESS AND PHONE NO. | | | | DATE | |
| UNCLASSIFIED | | CONFIDENTIAL | | SECRET | |